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DTX 6290

DB/S 66-3174

Training 6
17 JUN 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: [] ADP Course

REFERENCE: Your memo dated 10 June, same subject

1. The course being conducted by [] is titled ADP Management and Control. It is scheduled for Tuesday and Wednesday of three successive weeks through 22 June.

2. The orientation on 2 June mentioned in our 9 June Weekly Report was the introduction to the course. It covered problems faced by managers of computer operations, why they occur, how such problems might be avoided, and how to handle them when they arise. The presentation included selection of equipment, selection and training of personnel and effective organization, emphasizing the need for a single coordinator.

3. Based on observations of a number of individuals who participated, the presentation was too limited in scope to be considered a good general orientation in ADP.

[]
JOHN RICHARDSON
Director of Training

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